# ANNOUNCEMENT FOR OPEN TESTING
# Data Processing Manager I

Final Filing Date: **File in Person January 3, 2007**
Bulletin Release Date:  December 15, 2006
Written Test Date:  January 20 and/or 27, 2007

# Spot exam for Sacramento and Richmond

LK31 -1381        7HAD101

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation.  It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

**WHO SHOULD APPLY:** Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination, which is competitive.

**HOW TO APPLY:  Applications (STD. 678) must be filed in person between the hours of 8:00 AM and 5:00 PM on January 3, 2007, at one of the testing offices listed below.  Applications are available at the testing offices listed below. Applications are also available at** http://www.spb.ca.gov/employment/employment_app2.htm**.  Applications (STD. 678) submitted by mail will not be accepted under any condition.**

> **Department of Health Services**
> **Personnel Management Branch**
> **1501 Capitol Ave, Suite 71.1501**
> **Sacramento, CA 95814 (916) 552-8270**
>
> **Department of Health Services**
> **850 Marina Bay Parkway**
> **Richmond, CA 94804**
>
> **Employment Development Department**
> **800 Capitol Mall, First Floor**
> **Sacramento, CA 95814 (916) 657-3948**
>
> ***DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD***

**CROSS FILING INFORMATION:**  An open examination is also being administered for the class of Data Processing Manager II.  If you meet the entrance requirements for this classification and wish to participate in **both examinations**, you may file for both on **one** application.  You must indicate the class title(s) corresponding to each examination for which you are applying on the application (STD. 678.)

**FINAL FILING DATE:**  Applications (STD. 678) must be filed in person on **January 3**, **2007,** at one of the file in person offices between 8:00 AM and 5:00 PM.  Applications sent through U.S. Postal Service or received via interoffice mail will not be accepted.

**SPECIAL TESTING INFORMATION:**  If you have a disability that requires special testing accommodation, mark the appropriate box on the Application (STD. 678.)  You will be contacted to make specific testing arrangements.

**WRITTEN TEST DATE:  January 20 and/or 27, 2007**.  Written tests will be scheduled in Sacramento only. It is the candidate's responsibility to contact the Department of Health Services three days prior to January 20, 2007 if he/she has not received his/her notice to appear.

**SALARY RANGES:**  $5143 - $6253 per month.

**IDENTIFICATION REQUIREMENT:**  Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

**POSITION DESCRIPTION**: This is the first full management level responsible for planning, organizing, coordinating and reviewing the activities of a data processing staff through subordinate supervisors or may (1) direct all activities in a small EDP organization with responsibility for any combination of analysis, programming, processing, computer operation, and related functions, or (2) direct a group of data processing analysts at the journeyperson level.

Positions exist with the Department of Health Services and the Employment Development Department in Sacramento and Richmond.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:** It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by **January 20, 2007**, the official written test date. Your signature on your application indicates that you have <u>read</u>, <u>understood</u>, and <u>possess</u> the basic qualifications required.

NOTE:  Applications/resumes **must** include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience.  College course information **must** include title, number of semester or quarter units, and name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information will be rejected.**

**MINIMUM QUALIFICATIONS:**  Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as either I, or II, or III, etc.
Either I
One year of experience in the California state service performing electronic data processing duties of a class with a level of responsibility equivalent to Information Systems Technician Supervisor II.
Or II
Four years of progressively responsible experience in EDP systems design, programming, or operations, at least two years of which shall have been in a supervisory assignment.  (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility equivalent to Information Systems Technician Supervisor II.) AND
Education:  Equivalent to graduation from college.  (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)  Note:  Education is required of all competitors using experience under Pattern II.

**GENERAL QUALIFICATIONS:** In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

**EXAMINATION INFORMATION:**  The examination will consist of a written test weighted 100%.  Candidates who meet the requirements for admittance to the examination (minimum qualifications) will be scheduled to take a written test. Competitors who do not appear for the written test will be disqualified and eliminated from the examination process.

The testing departments reserve the right to revise the examination plan to better meet the needs of the service if circumstances under which this examination was planned change.  Such a revision will be in accordance with civil service law and rules and all competitors will be notified.

**WRITTEN TEST SCOPE:**
1. Management/Leadership
2. Technical
3. Project Management
4. Written Communication

**ELIGIBLE LIST INFORMATION:**  Possession of the entrance requirements does not assure a place on the eligible list.  In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.  A departmental open list will be established for use by the department(s) listed on this announcement.  The list will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open.  When there are two lists of the same kind, the older must be used first. Preference credits are not granted in promotional examinations.

**VETERAN'S PREFERENCE CREDITS** will not be granted in this examination since it does not qualify as an entrance examination.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.
The California Relay (Telephone) Service for the deaf or hearing impaired:
MCI from TDD: 1-800-735-2929    MCI from voice telephone: 1-800-735-2922
Sprint from TDD: 1-888-877-5378    Sprint from voice telephone: 1-888-877-5379